



## Work Experience

Attach additional 8 ½" x 11" sheets of paper if necessary. Include your name on any additional sheets of paper. Please do not submit a resume in lieu of completing this portion of the application. Be sure that the information included in this section demonstrates that you meet the minimum experience qualifications for the job(s) for which you are applying, including dates of employment and hours worked per week.

**DJS COMMUNITY DETENTION OFFICER I, DJS RESIDENT ADVISOR I, DJS YOUTH RECREATION SPECIALIST I and DJS YOUTH TRANSPORTATION OFFICER I:** Please describe your experience supervising recreational activities or working with groups of children or youth in a structured environment, such as a recreation center, fitness center or school setting.

Name of Employer:	Employer's Address (Street, City, State, Zip Code):
Dates of Employment (From: Month/Day/Year to: Month/Day/Year):	Was your position considered full-time? Yes <input type="checkbox"/> No <input type="checkbox"/> How many hours did you work per week? _____
Job Title:	
Job Duties:	
Reason for Leaving:	

Please list all relevant college coursework in Criminal Justice or the Social Behavioral Sciences; Parks, Recreational Leisure Studies, Sports and Fitness Administration, or Health and Physical Education. Attach a separate page if necessary.

LIST PERTINENT UNDERGRADUATE COLLEGE SUBJECTS COMPLETED	SEMESTER CREDIT HOURS	LIST PERTINENT GRADUATE COLLEGE SUBJECTS COMPLETED	SEMESTER CREDIT HOURS

**DJS YOUTH CENTER COOK I:** Please describe your experience cooking, baking or preparing large quantities of food in a restaurant, institutional or military setting. Experience in a fast-food restaurant or as a short-order cook does not qualify.

Name of Employer:	Employer's Address (Street, City, State, Zip Code):
Dates of Employment (From: Month/Day/Year to: Month/Day/Year):	Was your position considered full-time? Yes <input type="checkbox"/> No <input type="checkbox"/> How many hours did you work per week? _____
Job Title:	
Job Duties:	
Reason for Leaving:	

**Note:** DJS RESIDENT ADVISOR TRAINEE and DJS YOUTH TRANSPORTATION OFFICER TRAINEE do not require experience.

In which counties will you accept employment? The numbers on the left correspond with the group of counties listed on that line. Please circle the appropriate number(s) for all of the counties of interest.	How did you find out about this recruitment? Please check the appropriate space(s).	
00 - ANY AREA OF THE STATE	<input type="checkbox"/>	OPSB Website
10 - (GARRETT - 11, ALLEGANY - 12, WASHINGTON - 13) Facilities include DJS Youth Centers and Western Maryland Children's Center	<input type="checkbox"/>	Other Website (List)
20 - (FREDERICK - 21, CARROLL - 22, MONTGOMERY - 23) Facility includes Noyes Children Center.	<input type="checkbox"/>	Newspaper Ad (Paper Name)
30 - (BALTIMORE CITY - 31, BALTIMORE COUNTY - 32, HOWARD - 33) Facilities include Baltimore City Juvenile Justice Center, Charles H. Hickey, Jr. School, MD Youth Resident Ctr, and Wm. Donald Schaffer House.	<input type="checkbox"/>	State Personnel Office (Office Location)
40 - (HARFORD - 41, CECIL - 42, KENT - 43) Facility includes J. DeWeese Carter Youth Facility.	<input type="checkbox"/>	DLLR Job Service (Office Location)
50 - (PRINCE GEORGE'S - 51, CHARLES - 52, CALVERT - 53, ST. MARY'S - 54) Facility includes Cheltenham Youth Facility.	<input type="checkbox"/>	Job Fair (Location)
60 - (ANNE ARUNDEL - 61, QUEEN ANNE'S - 62, TALBOT - 63, CAROLINE - 64) Facility includes Waxter Children's Center.	<input type="checkbox"/>	Media (List)
70 - (DORCHESTER - 71, WICOMICO - 72, SOMERSET - 73, WORCESTER - 74) Facility includes Lower Eastern Shore Children's Center.	<input type="checkbox"/>	Other (List)

Are you fluent in a language other than English? Yes ☐ No ☐ If yes, please list:

AVAILABLE FOR EMPLOYMENT WHICH IS: ☐ Full-time ☐ Part-time ☐ Temporary ☐ Contractual

**AFTER AN OFFICIAL TEST NOTICE IS RECEIVED, APPLICANTS WITH DISABILITIES WHO REQUIRE TESTING ACCOMMODATIONS SHOULD CONTACT DEPARTMENT OF JUVENILE SERVICES' OFFICE OF FAIR PRACTICES/EEO/ADA AT (410) 230-3282. TTY/TT USERS SHOULD CALL THE MARYLAND RELAY SERVICE AT (800) 735-2258 OR 7-1-1 IN MARYLAND.**

You must meet all minimum qualifications outlined in the job bulletin to be eligible for appointment. Verification will be completed by the appointing authority. You will be tested for illegal drug use. If selected for a position in the skilled or professional services, you will be given a medical examination to determine your ability to perform job-related functions. **PLEASE ATTACH THE SIGNED DJS APPLICANT WILLINGNESS STATEMENT** form. I hereby affirm that this application contains no willful misrepresentation or falsification and that this information given by me is true and complete to the best of my knowledge and belief. I am aware that should the investigation at any time disclose any misrepresentation or falsifications, my application will be disapproved, my name removed from the eligible list and that I will not be certified for employment in any position under the jurisdiction of the Department of Juvenile Services. I am aware that a false statement is punishable under law by fine or imprisonment or both.

**"UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUE EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100."**

DATE: \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_

**TO FURTHER ITS COMMITMENT TO EQUAL OPPORTUNITY EMPLOYMENT, THE STATE OF MARYLAND REQUESTS APPLICANTS TO PROVIDE, VOLUNTARILY, THE FOLLOWING INFORMATION. THIS INFORMATION WILL BE USED FOR STATISTICAL PURPOSES ONLY BY AUTHORIZED PERSONNEL.**

BIRTH DATE: \_\_\_\_\_ MALE ☐ FEMALE ☐ ARE YOU A U.S. CITIZEN OR LEGAL ALIEN: YES ☐ NO ☐  
Month/Day/Year

**RACE/ETHNIC IDENTIFICATION – PLEASE CHECK ALL THAT APPLY**

Are you of Hispanic or Latino origin? Yes ☐ No ☐

(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

Select one or more of the following racial categories:

1. ☐ American Indian or Alaska Native (A person having origins in any of the original peoples of North or South America, including Central America, and who maintains tribal affiliations or community attachment.)
2. ☐ Asian (A person having origin in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)
3. ☐ Black or African American (A person having origins in any of the black racial groups of Africa.)
4. ☐ Native Hawaiian or other Pacific Islander (A person having origins in the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
5. ☐ White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

STATE OF MARYLAND-AN EQUAL OPPORTUNITY EMPLOYER

## DJS APPLICANT WILLINGNESS STATEMENT

### PLEASE KEEP IN MIND:

- Employees in DJS mandated positions (involving the investigation, custody, control or supervision of minors, juvenile delinquents, and youthful offenders who are under the supervision and authority of DJS) are **subject to substance abuse testing** and **drug use history** in accordance with Code of Maryland Regulations (COMAR).
- Applicants must meet the selection standards required and successfully complete the training prescribed by the Maryland Correctional Training Commission (MCTC). To be eligible for the training you must:
  - be a **U.S. Citizen or Resident Alien**
  - be at least **18 years of age**
  - successfully complete an **oral interview**
  - successfully complete a **background investigation** including fingerprinting and drug testing
  - successfully complete an **physical examination**
  - successfully undergo a **mental health assessment**
  - successfully undergo a review through the **Child Protective Services "Central Registry"** of the Maryland Department of Human Resources
- DJS employees in mandated positions **may be** (1) subject to being **on-call 24 hours a day** and therefore must provide the employing Agency with a telephone number where they can be reached; and (2) assigned duties that require the **operation of a motor vehicle** and therefore will be required **to possess a motor vehicle operator's license** valid in the State of Maryland.
- DJS employees in all mandated positions are assigned a regular shift but may be required to work other shifts, evenings, nights, weekends, and holidays as required by staffing needs.

## DJS APPLICANT WILLINGNESS STATEMENT

- **DJS employees in all mandated positions must be WILLING to do the following:**

1. Give directions and follow instructions.
2. Be accountable and responsible for one's own work and decisions.
3. Behave as a role model for co-workers and youth.
4. Communicate and provide services to youth.
5. Successfully complete a six-week Training Academy.
6. Accept assignment on any work shift: day, evening, or night.
7. Work weekends and holidays, work mandatory overtime following your shift when needed due to a staff shortage, and work around the clock (with breaks) in cases of emergency.
8. Be designated as essential personnel, requiring you to attend work regardless of weather-related and other emergencies.
9. Arrive on time at the beginning of your assigned shift every day as scheduled.
10. Move from one assignment to another on short notice.
11. Take responsibility for your own transportation to work.
12. Regard your position with DJS as your primary employment, committing to work schedules and emergency call-ins over any other job you may hold.
13. Work around youth who may have behavioral problems and issues.
14. Patrol youth living quarters, work areas, and recreational areas to monitor youth activity and prevent or detect unusual or potentially disruptive behavior.
15. Listen to youth problems, needs, and complaints and respond with the appropriate action or referral.
16. Respond appropriately to pressure from youth.
17. Ensure that activities are in compliance with required laws and regulations.
18. Conduct searches of living areas, youth rooms, and visitors for safety hazards and contraband, as required.
19. Administer basic first responder first aid as necessary to youth, including cardiopulmonary and mouth-to-mouth resuscitation.
20. Complete routine paper work on a regular basis, including writing notes in logbooks, documenting head counts, and writing in-depth narrative reports to Document disruptive incidents.
21. Listen to and follow oral instructions from your supervisor.

The items listed above describe many of the things that you may be required to do as a DJS employee in a mandated position. Please consider each item carefully and honestly. If you are not willing to these terms and conditions, you should probably consider a different career opportunity in Maryland State government. For additional career information, please visit [www.dbm.maryland.gov](http://www.dbm.maryland.gov).

**Please return this page with your signature as part of your application packet.**

**I hereby certify that I read and fully understand these items, and I am willing to conform to these terms and conditions of employment as a DJS employee in a mandated position.**

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**Signature of Applicant**

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**Date**

**Social Security Number:** \_\_\_\_\_